

SAFETY / TRAINING OFFICER

DISTINGUISHING FEATURES

The fundamental reason the exists is perform a broad range of training and safety functions with special emphasis on compliance with laws and regulations affecting Parks, Recreation and Facilities employees and consultants, including OSHA standards in the Community Services Department. This classification is not supervisory. Work is performed under general supervision by the Parks, Recreation and Facilities Manager.

ESSENTIAL FUNCTIONS

Develops, implements and coordinates the Parks, Recreation and Facilities OSHA safety program to ensure that all employees work in a safe and healthy environment.

Provides consultation and advice to staff regarding OSHA, Hazmat, PPE, respiratory protection, bloodborne pathogens and related regulations and procedures.

Ensures annual training on safety topics is scheduled to meet compliance guidelines. Develops and conducts occupational health and safety educational programs for staff or coordinates with consultants to provide training; maintains current training records.

Coordinates a variety of volunteer groups to supplement staff's ability to improve the efficiency of the City's service to the public, i.e., Maricopa County Probation program, civic and youth organizations.

Establishes and maintains various safety records, data, volunteer hours, training records, quarterly reports, and annual activity reports to ensure compliance with planned programs.

Recommends operation policies to Parks and Recreation Director; enforces and communicates policy decisions; prepares comprehensive reports and assists in presentations to the General Manager concerning operational issues.

Establishes in-house training of related equipment/tools; conducts regularly scheduled meetings with employees; implements City and departmental policies. Ensures monthly safety meetings occur for Parks, Recreation and Facilities staff.

Assists in developing playground replacement calendar and bid specifications to ensure ASTM, CPSC and ADA requirements are met.

Conducts annual safety audits of playgrounds, chemical storage areas, and various park amenities.

Assists in developing, establishing, implementing and meeting objectives and goals for Parks, Recreation and Facilities Division.

Attends and participates in professional organizations and committees. Reads trade journals, newsletters and other publications to review and analyze current information regarding health and safety issues, volunteer programs, playground development, and state-of-the-art maintenance functions.

Conducts training classes and chairs committee meetings.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Developing and delivering presentations and training programs.

OSHA and related safety standards.

Ability to:

Conduct safety audits and make recommendations for changes.

Develop and deliver safety presentations and training programs.

Develop, implement and coordinate an effective OSHA safety program.

Provide consultation and advice to staff regarding OSHA, Hazmat, PPE, respiratory protection, bloodborne pathogens and related regulations and procedures.

Develop and schedule monthly and annual in-house training on safety topics.

Maintain current training records, various safety records, data, volunteer hours, written reports.

Coordinate volunteer groups.

Recommend operation policies to director.

Enforce and effectively communicate policy decisions.

Prepare comprehensive reports on operational issues.

Proficiently operate a personal computer and related software on a regular daily basis.

Maintain regular consistent attendance and punctuality.

Demonstrate excellent written and oral communication skills.

Personify and promote shared responsibility, teamwork, and continuous improvement

Establish and maintain effective working relationships with staff at all levels, outside organizations and other internal City departments.

Education & Experience

A bachelor's degree in Recreation, Business Administration or a related field.

A minimum of three years of related experience in parks, recreation or related area.

Experience in developing and delivering training programs and presentations.

Must possess a current, valid Arizona driver's license with no major citations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified